



**Wynford Chace
Homeowners' Association, Inc.
APPLICATION FOR MODIFICATION**

Please read the instructions on page 2 of this form before completing the application

Date: _____

Homeowner's Name: _____

Address: _____ Lot # _____ Phase _____

Home Phone: _____ Work Phone: _____

Estimated Start Date: _____ Estimated Completion Date: _____

DO NOT PROCEED WITH YOUR REQUEST UNTIL THE ARCHITECTURAL REVIEW COMMITTEE GIVES APPROVAL.

TYPE OF MODIFICATION BEING REQUESTED

MINOR			
<input type="checkbox"/> Arbor	<input type="checkbox"/> Paint (<i>color sample required</i>)	<input type="checkbox"/> Play Equipment	<input type="checkbox"/> Statuary
<input type="checkbox"/> Basketball Goal	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Satellite Dish	<input type="checkbox"/> Other

For minor modifications, please see instruction # 5 on page 2 of this form.

MODERATE		
<input type="checkbox"/> Deck	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Screened Porch
<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Other	<input type="checkbox"/> Fence

For moderate modifications, please see instruction # 6 on page 2 of this form.

MAJOR		
<input type="checkbox"/> Room Addition	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Other

For major modifications, please see instruction # 6 on page 2 of this form.

NOTE: A site plan, to scale, MUST be submitted for ALL modification requests, except request to paint house.

Permission is hereby granted for members of the Architectural Review Committee and appropriate Wynford Chace Homeowners' Association representatives to enter the property to make reasonable observations and inspections of the modification request and completed project.

I have discussed this modification with my neighbors who will be directly impacted by the proposed modification.

Homeowner Signature: _____

WYNFORD CHACE HOMEOWNERS' ASSOCIATION, INC.		
Received: _____	Reviewed: _____	Completed Review: _____
Approved By: _____ (signature)	Denied By: _____ (signature)	



INSTRUCTIONS FOR REQUEST FOR MODIFICATION

Please read the instructions on this page carefully before completing the application.

The Wynford Chace Homeowners' Modification Committee requests that *all* required documentation be submitted at one time. Any application received that does not contain all required documentation will be returned to the homeowner unprocessed.

- 1.) Please PRINT legibly in BLACK ink.
- 2.) Give the complete homeowner name.
- 3.) Give the complete address of the home for which the modifications are being requested. *Please make note if the owners mailing address is different from the home address where the modifications are being requested.*
- 4.) Complete the entire application, sign and date form.
- 5.) For **minor** modifications, submit a site plan, to scale, showing exact location of modification being requested in relation to property lines. A drawing, product brochure, or description of the planned addition.
- 6.) For **moderate** or **major** modifications, please enclose two copies of the following with your request:
 - a. A site plan, to scale, showing exact location of modification being requested in relation to the property lines. A State of Georgia registered survey plat clearly showing property lines, existing improvements, and proposed modifications(s). Please show exact location of modification(s) being requested in relation to your property lines. Existing fences, decks, walkways, driveways, etc. should also be indicated.
 - b. A brief description of the modification, drawings, exterior elevations, floor plan, detail or materials to be used, pictures, catalog pages, brochures, or color samples must be included.
- 7.) It is recommended that homeowner check with the County Building & Inspections Department to obtain necessary permits and building code information.
- 8.) **Important:** Mail application form, and any and all documentation to:

WYNFORD CHACE HOMEOWNERS' ASSOCIATION, INC.
c/o Heritage Property Management Services, Inc.
500 Sugar Mill Road
Building B, Suite 200
Atlanta, GA 30350
Or Email - arc@heritageproperty.com

NOTE: ANY MODIFICATION REQUEST SUBMITTED THAT DOES NOT INCLUDE ALL REQUIRED DOCUMENTATION WILL BE RETURNED TO THE HOMEOWNER UNPROCESSED.